

DEPARTMENT OF COMMERCE
SAVINGS INSTITUTIONS DIVISION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

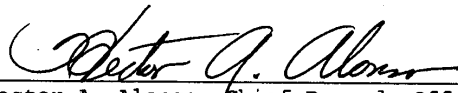
SAVINGS INSTITUTIONS DIVISION

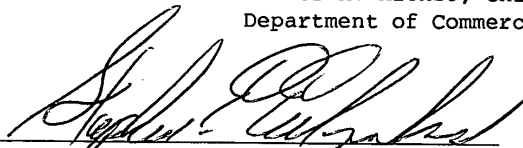
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.**

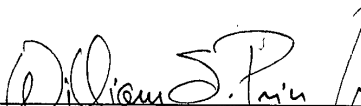
SAVINGS INSTITUTIONS DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

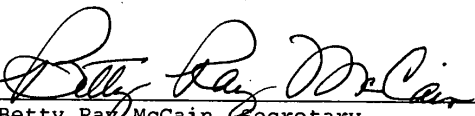

Hector A. Alonso, Chief Records Officer
Department of Commerce


Stephen Eubanks, Director
Savings Institutions Division


William S. Price, Jr., Director
Division of Archives and History

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

June 19, 1995

JH

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SAVINGS INSTITUTIONS DIVISION

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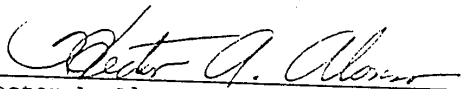
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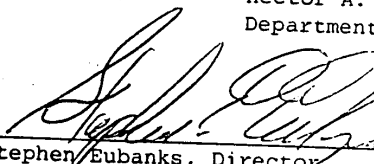
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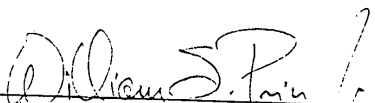
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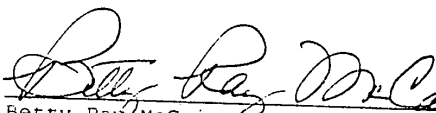

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June 19, 1995

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

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**DEPARTMENT OF COMMERCE
SAVINGS INSTITUTIONS DIVISION**

ITEM 541. ADMINISTRATOR'S CORRESPONDENCE FILE.

Records concerning administration and operation of the Division. File includes routine correspondence, memorandums, and other related records concerning fee schedules, seminars, proposed legislation, litigation and legal interpretations, budgets, personnel, press releases and related materials, and routine activities of the Division.

DISPOSITION INSTRUCTIONS: Transfer records concerning proposed legislation, legal interpretations, and litigation to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when administrative value ends.

ITEM 542. FORMATION, LICENSING, AND ACTIVITY APPLICATIONS FILE.

Applications by institutions or individuals to form saving institutions or form institutions to engage in specific activity.

DISPOSITION INSTRUCTIONS: Return withdrawn application to applicant immediately. Destroy in office approved application when administrative value ends. Destroy in office rejected applications after 1 year. Destroy records currently stored in the State Records Center 7 years from date received.

ITEM 543. CONVERTED, TERMINATED, DISSOLVED, ACQUIRED, OR MERGED SAVINGS INSTITUTIONS FILE.

Records concerning converted, terminated, dissolved, acquired, or merged institutions. File includes bylaws, amendments, articles of incorporation, annual reports, proxy statements and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Institutions Converted to Federal Charter File (Item 549) if charter is converted. If association is terminated, dissolved, acquired, or merged, transfer to the State Records Center 2 years after final action. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 549. INSTITUTIONS CONVERTED TO FEDERAL CHARTER FILE.

Applications and other information concerning institutions that converted to federal charter. File includes amended charters, bylaws, reports of examinations, examinations, and other related records. (Comply with applicable provisions of G.S. 54B-63 regarding confidentiality of Savings Institutions records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 550. INSTITUTIONS QUARTERLY REPORTS FILE.

Quarterly reports concerning financial condition of institutions submitted to the division. File includes records regarding assets, liabilities, deposits, lending activity, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 551. INSTITUTIONS ANNUAL STATEMENTS FILE.

Statements of annual financial condition of each institution submitted to the division.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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ITEM 553. REPORT OF EXAMINATION OF INSTITUTIONS, EXAMINER'S WORKPAPERS, AND OTHER INSTITUTION DOCUMENTS FILE.

Report of examination and examiners' workpapers for institutions examined by the division. File includes related documents and papers. (Comply with applicable provisions of G.S. 54B-63 regarding confidentiality of Savings Institutions records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3624. SAVINGS INSTITUTIONS COMMISSION MINUTES FILE.

Official signed copies of the minutes of the Savings Institutions Commission. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s) to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 13174. COMMISSION MINUTES (TAPE) FILE.

Cassette tapes containing minutes of meetings of the Savings Institutions Commission.

DISPOSITION INSTRUCTIONS: Erase in office after transcription and approval of minutes.

ITEM 13175. COMMISSION MEMBERS FILE.

Correspondence with and concerning members of the Savings Institutions Commission. File includes travel reimbursement and expense records.

DISPOSITION INSTRUCTIONS: Destroy in office reimbursement and expense records when released from all audits. Destroy in office remaining records 1 year after expiration of commissioner's term.

ITEM 13182. BRANCH OFFICE APPLICATIONS FILE.

Applications and other related records filed for approval for the establishment of branch offices.

DISPOSITION INSTRUCTIONS: Transfer to Formation, Licensing, and Activity Applications File (Item 542) when application is either approved or disapproved.